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Tourism and Cultural Development

SPECIAL EVENT PERMIT REQUIREMENTS AND GUIDELINES

The City of Miami Beach hosts a wide variety of special events that enrich the community for both visitors and residents. To mitigate the ever-increasing demands made upon City resources and infrastructure applicants are required to present proposed special event activities to potentially impacted neighborhood associations and appropriate City departments to ensure that these events are compatible with the surrounding neighborhoods. This process assists in evaluating and assessing the City's resources, both in terms of personnel and use of public property and right-of-way, to adequately protect public safety, health and welfare of the community.

This review may also require a more detailed and coordinated Major Event Plan, especially during holiday or repeat event periods that have a high impact on City services. The Special Events Ordinance and the Special Event Permit Requirements and Guidelines are intended, insofar as possible, to mitigate the costs of City services to special events, although it is not the intention that the costs of special events permit fees be used for revenue generation.

The intent of the Special Event Ordinance and the Special Event Permit Requirements and Guidelines is two fold:

- To insure the City will have adequate advance notice of a proposed special event and the cooperation of the organizers to adequately plan City services, such as security, sanitation, parking, and traffic control, that may be required for such an event.
- to insure that the City's beach, parks and public right-of-ways are protected and conserved, by limiting the number and type of events held in these areas; and
- to preserve the City's commitment to attract quality events with significant cultural and entertainment enrichment for the community at-large.

This Special Event Permit Requirements and Guidelines package has been designed to help guide applicants through the process of applying for a special events permit, and to minimize disruption to the impacted surrounding environment. The Special Events Coordinator will assist in reviewing the requirements and guidelines referred to herein to ensure a successful event.

City of Miami Beach
Department of Tourism and Cultural Development
1700 Convention Center Drive
Miami Beach, FL 33139
(305) 673-7577 phone
(305) 673-7063 fax
odalsmon@miamibeachfl.gov

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CITY OF MIAMI BEACH

I. APPLICATION PROCEDURE

A City of Miami Beach Permit is required special events, which is defined as a temporary use on public or private property that would not be appropriate generally or without restriction throughout a particular zoning district, but would be appropriate if controlled with special review in accordance with this section. Applications are processed on a first come, first serve basis unless otherwise provided for under the booking policy herein (Section II. B).

A. STEP 1. Application and Questionnaire Forms

I. EVENTS ON PUBLIC PROPERTY

All persons or entities interested in conducting a special event must complete an application and questionnaire (please refer to attached Appendix A) listing all required information. Applications and questionnaires must be submitted with a minimum of SIXTY (60) days notice in order to process prior to the planned event.

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II. EVENTS ON PRIVATE PROPERTY

Applications and questionnaires for events proposed to take place on private property where such event would be considered a 'special event' under the City Code and these guidelines require a minimum of THIRTY (30) days notice prior to the planned event.

Events or activities that do not require special event permits are recurring activity that is typically not open to the general public and is customary and incidental to a permitted main or accessory use, whether by paid admission or not and require no additional permitting.

Examples of customary uses for hotel properties include, but are not limited to, Weddings; Bar Mitzvah; Bat Mitzvah; Anniversaries; Baby Showers; Engagement parties; Wedding Showers; Holiday events; Awards functions; Networking Events; Fund Raisers; Charity Events; Incentive group functions (meetings, etc.); Corporate group functions (meetings); Convention group functions (meetings); Community based organization meetings; Reunions; Prom; Seminars; Sweet Sixteen; Press Conferences; Product Announcements; Political functions (including kick offs, election night or during a campaign).

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Special Event uses are non-recurring events or activities that have extraordinary or excessive impacts on public health, safety or welfare, not normally associated in type or quantity with permitted main or accessory uses. For example,

- temporary structures are erected (South Beach Food and Wine Festival's "Bubble Q", Art Basel), etc.), or
- when a temporary occupant load is required, or
- television, entertainment events or casting calls open to the public (American Idol), or

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- musical performances (Winter Music Conference).

Conditional uses are recurring activities open to the general public, whether by paid admission or not, identified in the City's Land Development Regulations requiring a public hearing (e.g., Neighborhood Impact Establishments or Outdoor Entertainment Establishments such as Sky Bar, Raleigh Hotel Sunday Soiree, etc.).

III. BEACHFRONT CEREMONIES AND WEDDINGS - A Special Events Permit will be required for beachfront ceremonies that include the set-up of temporary structures (e.g. tents, tables, etc.). Organizers of such events are required to submit a questionnaire (please refer to attached Appendix B), a site plan, and depending on the use within the designated area, may be required to hire off-duty police personnel or private security. Ceremonies that only require the setup and use of chairs, runner, an arch/chupah, a small table and do not include the set-up of temporary structures do not require a permit, but organizers are required to complete a questionnaire and provide a site plan. Where applicable, beachfront concessionaires must be notified and operations may not be in any way obstructed.

IV. MARKETS - For information on how to become a market producer or vendor, please contact the City of Miami Beach Procurement Department at 305-673-7490.

V. RIDES AND AMUSEMENTS - The City of Miami Beach does not allow for-profit carnivals, amusement parks, or carnival-related mechanical amusement rides.

VI. PRODUCT PROMOTIONS – The City of Miami Beach does not permit stand alone product promotion events. Product promotions are only permitted for sponsors of permitted special event activities as defined herein.

VII. MINIMUM REQUIREMENTS - The minimum requirements to apply for a Special Events Permit are:

- **APPLICATION/PROCESSING FEE** – This fee is non-refundable and must be made payable to the City of Miami Beach at the time of application. Please see attached Fee Schedule (Appendix D) to determine fee amount.

In cases where an applicant requests an event date change, a \$150.00 fee will apply. These requests must be made in writing to the Special Events Office at least two (2) weeks prior to the original event date.

- **PERMIT FEE** – This fee is refundable if application is denied and must be made payable to the City of Miami Beach at the time of application. Please see attached Fee Schedule (Appendix D) to determine fee amount.
- **SECURITY DEPOSIT** - A refundable security deposit will be required no later than thirty (30) days in advance of the event. Please see attached Fee

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– Special Event Zones are established for the purpose of establishing policy with regard to the allocation of resources and with regard to the burdens placed upon different neighborhood and areas of the City. The following is a list of zones available in the City of Miami Beach available for Class C, Class D or Class E events. However, use of these venues for an event will be evaluated individually and conditions may be imposed based on the events size, and the venue's ability to support the event in question.¶

¶

<#>Lummus Park – 8 Street - 12 Street along Ocean Drive¶

<#>Collins Park - 21-22 Street and Collins Avenue ¶

<#>Beach Bowl – Collins Avenue between 72 – 73 streets¶

<#>North Shore Open Space Park - Collins Avenue (between 79th-86th Streets)¶

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No more than one Class C, Class D, or Class E event shall be permitted to occur in the same festival district at the same time, or within 100 yards of another. The City Manager may designate certain Special Event Zones as having special limitations such as a limitation on the frequency of events.

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Schedule (Appendix D) to determine fee amount. Based on the scope and location of the event, a pre- and post-event site inspection may be conducted by the applicant and appropriate City personnel to determine existing conditions and evaluate potential damages, if any. Security deposits will be refunded within forty-five (45) days following the event if all restrictions are followed and public property is left in good condition and without damage. Failure to comply with restrictions imposed automatically forfeits the security deposit.

Any post-event balance or fines owed to the City of Miami Beach, its employees, Departmental or Facility charge/expense, damage, repair or replacement cost(s), etc., may be deducted from the security deposit. Any unpaid balance owed exceeding the security deposit will be cause for refusal to accept of future applications. Such applications will not be considered until all outstanding debts to the City are paid in full (i.e. License Fee, Code Enforcement Lien, Special Assessment Lien and/or any other debt or obligation due to the City under State or local law).

- ***INDEMNITY AGREEMENT*** - An Indemnity Agreement must be executed and notarized with an original signature and, if a corporation is the applicant or the application is filed on behalf of a corporation, the company seal must be affixed to the document. The Agreement must be submitted no later than thirty (30) days prior to the event.
- ***INSURANCE REQUIREMENTS*** - The City of Miami Beach must be named as an additional insured and policyholder on all insurance certificates issued for the event.

All insurance policies must be issued by companies that are authorized to do business in the State of Florida, and have a rating of B+VI or better in the current edition of Best's Key Rating Guide. The Certificate of Insurance must state the time, date, location and name of the covered event, including set-up and breakdown day(s), date(s), and time(s). Applicants have the option of submitting a Certificate of Insurance for each policy year.

The City of Miami Beach reserves the absolute right at its sole discretion to increase these requirements, as necessary, to protect the interests of the City, including an increase in the amount and type of coverage required, depending upon the scope and nature of the special event.

- ***Commercial General Liability*** - Commercial General Liability insurance, on an occurrence form, must be obtained in the amount of at least \$1,000,000 per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for contractual liability.
- ***Worker's Compensation And Employer's Liability*** -Contractors must submit proof of Workers' Compensation and Employer's Liability in the form of a Certificate of Insurance. All other State regulations apply.
- ***Liquor Liability*** - If alcoholic beverages are to be sold or served at the

Special Events Permit Requirements and Guidelines

event, the group or individuals selling or serving the alcoholic beverage must obtain Liquor Liability Insurance in the minimum amount of \$1,000,000. The sale of alcoholic beverages must be in compliance with the Liquor Control Regulations of the Code of the City of Miami Beach.

The City's Risk Manager must approve the Certificate of Insurance. Once approved, the Certificate will be kept on file in the Risk Management Division. The insurance requirements must be met no later than thirty (30) days prior to the event.

- **SITE PLAN** - A preliminary site plan shall be submitted no less than 60 days prior to the event. A final site plan must be submitted no later than 30 days prior to the event.

The site plans must show detailed diagram(s) drawn to scale of the event including: the location of concession booths, portable toilets, dumpsters, public, emergency and accessible routes, location of stages and entertainment and orientation of loudspeakers, locations for electricity and water, generators, lighting towers, A/C units, fenced or walled areas, disability access elements such as accessible parking, accessible paths of travel, accessible portable toilets, and other relevant elements. All generators, lighting towers and A/C units must be fenced in or barricaded to prevent crowds from coming into contact with them. In addition, a narrative describing all temporary installations must be attached for beachfront events. "Beachfront" is described herein as seaward of the Coastal Construction Control Line. Once the site plan is approved it cannot be altered without the prior written consent of the City.

B. STEP 2: Internal Review Procedure

All proposed events with projected attendance of 200 persons or greater on public property, or private property where such event would not be appropriate generally or without restriction throughout a particular zoning district, will be reviewed by the City's Internal Special Events Committee. The Internal Special Events Committee meets monthly and is composed of representatives from City departments, including, but not limited to Police, Fire, Tourism and Cultural Development, Public Works, Parking, Planning, Code Compliance and Parks departments. The Committee will review and comment on the proposed site, security, parking, transportation and any and all other necessary plans for the proposed event. These comments will be incorporated with those received through the neighborhood review process. Once the application, fees, and site plan have been submitted, The Special Events Liaison Coordinator will indicate the specific requirements the applicant will need and the time frame for completing these requirements.

The City Manager will make a final determination on an application for a permit within seven days after all Special Events requirements applicable to an event have been fulfilled. Such requirements must be fully completed by the applicant no later than thirty (30) days two (2) weeks prior to the event. Some requirements may require more time. No refunds will be made after a permit is issued; however, payment does not constitute permission to hold the event. All approved permits must be available for inspection on site at all times.

The City Manager may, ~~in his/her discretion~~, waive permit fees, including but not limited to, rental fees for particular City properties, square footage rates for exclusive use of public property, concessions agreements for paid admissions fees, and sale of food, beverage and merchandise on public property, for events produced by 501(c)3 not-for-profit organizations, when such waiver is found to be in the best interest of the City, significantly impacting and benefiting the community of Miami Beach. No waivers are allowed for personnel-based expenses (city services). In determining waiver of permit fees, no consideration may be given to the message of the event or content of speech, or to the identity or associational relationship of the applicant.

I. **Major Event Periods:** The City has identified a minimum of ten holiday and repeat event periods which historically have a high impact on city services. It is realistic to expect these activity periods to continue to be popular in Miami Beach, bringing large crowds that will require additional city service levels and interagency support. These Major Event Periods include, but are not limited to, the following:

- October - Columbus Day Weekend
- November -Thanksgiving Holiday
- December – Art Basel
- December-New Years Eve
- January -Super Bowl/Orange Bowl Games
- January -Martin Luther King, Jr. Holiday
- February - Miami International Boat Show/Brokerage Yacht Show/Food & Wine Festival
- March - Winter Music Conference/Winter Party/Sports and Fitness Festival
- May - Memorial Day Weekend
- July - Independence Day Celebration
- September - Labor Day Weekend

| **Major Events Plan (MEP)** – The City first evaluates the City's needs, impacts and quality of life issues during Major Event Periods. The City will then also specifically evaluate the impact of events proposed to take place during holiday weekends and major event periods, which create a significant demand on City services and resources. The City may determine a Major Event Period to have high intensity on city services and, therefore, may prohibit the issuance of special events permits during these periods. The City may also determine that enhanced City services are required during said periods. In such instances, costs for enhanced services will be shared equally by and between all permitted events.

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| **The Major Events Committee** will take note of announced events and potential events of significance and initiate customized action plans. Each City department has specific action plans to address the requisite levels of service and outline their efforts and responsibilities associated with any upcoming major event planned within the City of Miami Beach. The MEP attempts to address the impacts of an event and set forth the action plan involved from a preparation and implementation perspective and sets forth each City Department's service levels contingent upon anticipated population levels associated with each major event

and ancillary/related events.

- II. **Criteria for Grant of Permit** - The City Manager shall be charged with the responsibility and authority to determine whether a particular applicant shall be granted a permit ~~the sole discretion~~ and have sole authority to approve, approve with conditions, deny and/or revoke permits for special events upon considering the following factors:

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1. **Type of Event**

- a. The Type of Event covers aspects of the event that relate to what demands the City is likely to experience and what kinds of attendees can be expected. Other benefits or detractors may stem from the hosting of one show versus another. Community profile, reoccurrence and nature of the venue all are components to be evaluated in the Type of Event category.
- b. Another important aspect of some shows is the value of ancillary events and conferences that may surround the event other smaller shows / events. These may or may not be side events directly managed or a part of the event under review, or maybe shows and conferences from other sponsors that take advantage of the attendee population resident at the main show. The venues for these other ancillary shows could be local hotels, arenas and parks and support the large event. Side events of this type may be considered a positive, from the additional economic impact they may provide, or they may be considered a detriment depending on the nature and history of these side events.
- c. Whether event is conducted for an unlawful purpose and/or in violation of Federal, State, County or Municipal laws.
- d. The existence of conflict or interference with another event or another applicant who has obtained a valid permit. When there are competing applications which are substantially for the same time and place, priority will be given on a first-come, first-served basis, but a first priority will be given to pre-established, annual events, defined as one which has a minimum of five (5) consecutive years of existence in the City under the same ownership, is in good standing, which includes being current on all prior debts, and has paid all contractual obligations in a timely fashion to the City

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2. **Economic Impact to the City**

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- a. The City will consider the event's long-term, short-term and indirect effects on profit/costs to local economic industries, including but not limited to hotels, restaurants, entertainment establishments, retail, and the City.
- b. The City will also consider events undertaken by not-for-profit organizations that demonstrate directly helping a charitable cause.

- c. An Economic Impact Survey is required to determine if an event has demonstrated a positive economic impact on the City of Miami Beach.

3. **Infrastructure and Service Demands (Quality of Life)**

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- a. The City will consider whether the event is compatible with the surrounding neighborhoods and complements the ambience and aesthetics of the area in which it is presented.
- b. The City will consider if the event poses a public threat to residents, businesses, and visitors, not considering content of speech, message or reaction to the message.
- c. The stress that a show may place on the various City services is considered in the evaluation process. Expenses associated with additional crowd control, policing, security, parking and traffic are considered in this section.

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- d. The City will also consider the availability of these needed resources including time, people, money and equipment.
- e. Additionally, more intangible aspects of the effects that an event may have relate to the quality of life aspects that may positively or negatively impact the local flavor of the City and the lives of the resident population are also considered in this area, including the urgency of the event, the realistic time frame and other events taking place in the City and South Florida area at the same time.
- f. Interference with traffic in the area contiguous to the event, and availability at the time of the proposed event of sufficient City resources to address the events potential impacts and mitigate the potential disruption.
- g. Availability of police officers, traffic control aides and traffic control equipment to protect the participants in the event and protect the non-participants from traffic related and other hazards in light of the need and demand for police protection at the time of the proposed event.
- h. Concentration of persons, vehicles or other structures at the event and feasibility of disbanding the area in order to allow fire, police and ambulance services.
- i. Substantial likelihood of subjecting neighborhood in immediate vicinity of proposed site of event to unreasonable and prolonged noise, littering, or parking difficulties.
- j. City services required for the event cannot be reasonably made available at the time of the proposed event.

4. **References**

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- a. The candidate event should provide references from other locations that it has used. The evaluation should consider not only the references

themselves but the quality of the references and the sources from which they come. A list of references that cover not only the previous venue, but also the references from that City, its police and perhaps any civic organization that the past venue impacted showing the good citizenship and positive economic impact the event has had in other places where it has been held.

- b. Whether same or similar event has a history of causing or resulting in a threat to public safety in Miami Beach or else where, except that if the public safety problem was caused by crowd reactions to the event's message, this factor alone, shall not be sufficient cause to deny or revoke a permit application.
- c. Material misrepresentation or incorrect material information made in the application process. Prior to a denial or revocation based on this factor, the City Manager shall give the applicant an opportunity to satisfactorily rebut or revise said evidence.
- d. Failure to complete payment of any sums required for a previous event until such time as payment is received.
- e. Failure to substantially perform a cleanup plan which was made a condition of a previous permit.
- f. Failure to adhere to City policy as prescribed by the Special Event Permit Requirements and Guidelines, or other applicable laws where the health, safety and welfare of the community were directly affected.

5. **Promotional Value**

- a. Is the event under consideration a high profile event with good name recognition and a good reputation? The evaluation must try to assess the importance of having the City and the event linked in the press. All positive results that may be derived from the association should be considered. It may be that the value of having the event lies in the other high profile events that traditionally follow this one.
- b. Also, positive publicity surrounding a high profile event may have had the effect of long term increases in local tourism and free positive publicity for the area as a whole increasing general business activity.

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No permit shall be denied nor shall the applicant for a permit be given less favorable treatment as to time, manner and place on account of any message which may be conveyed at an event, or on account of the identity or associational relationships of the applicant.

No permit shall be denied nor shall the applicant for a permit be given less favorable treatment as to time, manner, or place on account of any assumptions or predictions as to the amount of hostility which may be aroused in the public by the content of speech or message conveyed by the event, provided that reasonable accommodation as to time, manner and place may be required in

order for the City to provide the resources necessary for protection of health, safety and welfare.

No event applicant or permittee, shall be required to provide for, or pay for the cost of, public safety personnel necessary to provide for the protection of an event and its attendees from hostile members of the public or counter-demonstrators, or for traffic control outside the event area or for general law enforcement in the vicinity of the event.

III. Criteria for Approval of Permit - After all required elements are completed and City Departments and impacted neighborhoods have reviewed and submitted their comments regarding an application, the City Manager shall do the following:

- Approve the permit
- approve the permit with conditions
- deny the permit upon conditions as set forth in these guidelines

If the application is approved, the City Manager in consultation with the heads of the affected departments, shall also impose any necessary restrictions or conditions as to the time, manner and place to be observed in accordance with the public safety, environmental and administrative considerations based upon the application, provided that such considerations shall not include any consideration of the content of any speech or message that may be conveyed by such event, nor by any considerations concerning the identity or associational relationships of the applicant, nor to any assumptions or predictions as to the response that may be aroused in the public by the content of speech or message conveyed by the event.

After the City Manager approves the issuance of a permit, the applicant may obtain such permit by agreeing to accept the "Terms and Conditions" imposed in accordance with these guidelines.

If the City Manager determines that a permit will be denied or revoked, he will provide the applicant/permit holder with written notification and reasons for the denial/revocation of the permit, which shall be consistent with the criteria and factors listed above and with an applicant's constitutional rights.

IV. Natural Disaster/Weather - The declaration of an emergency, threat or a natural disaster, including extreme weather or the existence of a national threat, shall be just cause for the denial or revocation of a Special Events Permit.

Under extreme weather conditions, including lightning storms, the City may temporarily suspend all operations or cancel an event.

C. STEP 3: External Review Procedure

F.G. NEIGHBORHOOD ASSOCIATIONS

Events planned in the City of Miami Beach are subject to review and recommendation by the corresponding neighborhood association(s). Applicants will be required to present their plans to the appropriate neighborhood association. Recommendations from the respective associations or the Planning Board stating its position on the proposed event should be submitted to the Special Events Office at least 30 days prior to the event.

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In the case where there is no legally constituted/recognized association and the expected attendance exceeds 200, the matter will be referred to the City of Miami Beach Planning Board for review and recommendation. The City Manager's Office will identify the appropriate neighborhood associations for the review of applications.

The City Manager shall consider recommendations from neighborhood association(s) in determining whether to grant a Special Events Permit or what conditions to impose upon granting of the permit. Notwithstanding the foregoing, the City of Miami Beach, through the City Manager or Designee, reserves the right to approve, approve with conditions, deny and/or revoke any Special Events Permit. Permits may not be transferred, assigned or sublet, without prior written approval of the City of Miami Beach. The final decision for authorization of a City of Miami Beach Special Events Permit remains with the City Manager, or Designee, subject to an appeal as follows.

In the event of a lack of consensus between the neighborhood association(s) or Planning Board and the City Manager regarding a decision on a permit, the association(s) or Planning Board may appeal the Manager's decision to the Mayor and City Commission for consideration at their next available meeting. The appeal must indicate in writing the association's reasons for disagreement with the Manager's decision in issuing or denying the permit being appealed, including the manner in which the Manager abused his discretion in the matter, if any. Such appeal also must be accompanied by a written resolution of a majority of the board of the association, or the Planning Board, indicating the decision of the board to file the appeal. The Mayor and City Commission may affirm, modify or reverse the decision of the City Manager. If the date scheduled for the proposed event arrives before the next available Commission meeting, the decision of the Manager will be final. If approval of the proposed event is delayed such that the event cannot be held on the date(s) and time(s) specified in the permit application, or if the event is not approved at all, the City of Miami Beach will not be held liable for any expense(s), losses, or liabilities or other inconveniences incurred by the applicant as a result of same.

D. STEP 4: Coordination of City Services

Special events often require the supplementing or hiring of City services. The Special Events Office will review comments received during the internal and external review processes and will determine minimum staffing levels, with recommendations from the relevant Department Directors. The City may also determine that enhanced City services are required during Major Event Periods in order to mitigate excessive stresses on City resources. In such instances, costs for enhanced services will be shared equally by and between all permitted events. The City of Miami Beach assumes no liability arising or resulting from the determinations of minimum staffing levels or the requirements for any events.

A list of frequently required services is provided herein.

Fully paid receipts/invoices for required supplemental or City services and equipment rental must be submitted to the Special Events Office no less than two (2) weeks prior to an event. Any additional services rendered by the City for the event will be charged to the applicant and may be deducted from the security deposit. When City personnel are

employed, there will be a four (4) hour minimum charge rendered by the appropriate Department to compensate each employee engaged by the applicant.

II. ADHERENCE TO REGULATIONS AND OTHER POLICIES

The City of Miami Beach reserves the right to provide services that it believes are necessary and sufficient to safeguard and ensure the health, safety and welfare for all participants, visitors, businesses, staff and general citizenry. All arrangements for services or facilities shall be staffed and paid for at least two (2) weeks prior to the event. An applicant's budgetary constraints cannot dictate staffing levels required for public safety.

In addition to compliance with all applicable Federal, State and County regulations, the applicant shall comply with all City Ordinances. Any other permits as may be required by the City of Miami Beach, Miami-Dade County, the State of Florida, or the Federal Government, must be obtained and adhered to. It is the sole responsibility of the applicant to obtain all permits and comply with all requirements, including but not limited to those described herein.

The City of Miami Beach, under no circumstances, guarantees, warrants or represents that the issuance of a Special Events Permit by the City exempts the event from obtaining, or ensure the obtaining of, any permits or complying with any requirements which may be required currently or in the future by any Federal, State or local authorities, including other permits that may be required by the City.

The City Manager has the authority to alter or end an event at any time it is determined necessary to assure the continued safety, health and welfare of the City's residents and visitors. Lack of compliance with the City Manager's directives, including, but not limited to, audio volume and adherence to site plan, shall be sufficient cause to warrant an event's closing or other remedies provided in the City Code or herein.

Issuance of a required Federal, State, or local permit does not authorize permission to hold an event. A City of Miami Beach Special Events Permit must be issued and will constitute authorization from the City to hold the activity.

All pre-payment schedules for City services are due, as indicated, except the City reserves the right to waive this requirement for events which have an exemplary prompt payment history with the City established over the course of at least five (5) years.

- A. Beach Vehicle Access Policy** - Whenever possible, ATVs, all terrain gators and/or golf carts should be utilized by event producers for events taking place on the beach. Notwithstanding the above, certain events taking place on the beach may require vehicular access to the beach for the purposes of loading-in and out of equipment for the event, and must be removed from the beach immediately thereafter. There is a vehicle access fee of \$150.00, per vehicle, per event. Event producers may purchase a maximum of ten (10) Vehicle Beach Access Permits per event. A Vehicle Beach Access Permit will be issued by the Special Events Office and must be displayed on the windshield of any vehicle on the beach. All such vehicles must be escorted on/off the beach by either City of Miami Beach Off-Duty Police or Beach Patrol. All vehicles will be restricted to the location(s) listed on the permit. or such other personnel employed by the special event producer and acceptable to the City. The event producer will be required to

provide to the Special Events Office a Management of Transportation (MOT) plan for all vehicular traffic on the beach. The MOT plan must be approved by the Off-duty Police coordinating officer.

All operating vehicles on the beach shall follow the procedures listed herein:

- Due care and caution will be utilized at all times while driving any vehicle on the beach.
- All vehicles on the beach shall enter and depart the beach at the nearest access point to the call.
- Prior to entering the beach area, vehicle headlights and overhead flashing lights (if equipped) or flashers will be turned on.
- Drivers must turn off radios and shall roll down both the passenger and driver's side front windows of their vehicle while operating a vehicle on the beach.
- Maximum speed allowed on the beach is 5 MPH.
- Vehicles, SUVs, and trucks are prohibited from driving on the **soft sand** where hard pack sand exists.
- Vehicles, SUVs, and trucks shall stay **west** of the garbage cans on the **hard pack** at all times.
- Do not drive over hills or berms (dunes) or near objects that may obstruct your view.
- If you stop and exit your vehicle, walk completely around the vehicle prior to entering your vehicle and moving it.
- Traffic cones (orange, 18" high) must be placed at the front and rear of vehicles when parked on the beach.
- Use of a cellular phone or walkie talkies while the vehicle is in motion is **prohibited**.
- Personal vehicles are prohibited on the beach at anytime.

These procedures are to be complied with at all times by anyone operating a vehicle on the Beach. Failure to comply with these procedures may result in the immediate termination of the event.

B. Booking Policy - Public locations are usually booked on a first-come, first-served basis, but a first priority will be given to pre-established, annual events, defined as one which has a minimum of five (5) consecutive years of existence in the City under the same ownership, is in good standing, which includes being current on all prior debts, and has paid all contractual obligations in a timely fashion to the City and further has demonstrated a positive economic impact on the City of Miami Beach.

A special event shall not be booked if it interferes with a previously scheduled activity, event or repair work scheduled for the proposed site. The City Manager may take into account simultaneously occurring events in the region or other factors that would impact the City's capability to host an event before approving an event.

I. Consecutive-Day Clause - In no case shall a permit be issued to an applicant or venue, for substantially similar events, for more than four (4) consecutive days or five (5) non-consecutive periods of not more than three consecutive days each during the course of a calendar year. A separate Special Events Permit shall be required for each individual venue of a multi-venue event. Certain public locations are appropriate for special events, but do not have certificates of use

and occupancy defining their use. Such locations shall not be limited to the five non-consecutive days per year limitation.

The City Manager will have, at his/her discretion, the ability to approve a Special Events Permit for events which exceed the consecutive day clause. The City Manager has at his/her discretion, the authority to amend, modify or temporarily suspend the permits for such events.

Note: Citywide special events and conventions including, but not limited to, Art Basel, Winter Music Conference, and Miami International Boat Show shall not count against the aforementioned clause.

C. Concession Agreements – All events which include retail sales or vending will be required to enter into a written concession agreement with the City of Miami Beach. Beachfront and non-beachfront events shall provide 15% and 10% respectively of all gross revenues derived from admissions and the sale of food, beverage and merchandise. In the case where a producer rents booths for the sale of food, beverage and merchandise, the gross rate shall be calculated on the rental and/or concession revenues received by the applicant or the gross revenue generated by the concessions regardless of whether the applicant derives direct or indirect financial gain from such revenue. Copies of concession agreements and full disclosure of all principals must be provided to the Special Events Office two (2) weeks prior to said event.

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~~A certified audit, conducted by a Certified Public Accountant. A notarized statement, certified by a Certified Public Accountant (CPA), of the above referenced revenue along with payment of the aforementioned percentage, must be provided to the City no later than thirty days following the event. The Security Deposit on file will not be released until said statement and payment have been submitted to and accepted by the City.~~

Under the terms of an agreement between the City of Miami Beach and beachfront concessionaires there exists exclusivity for rental of beach equipment, water and recreational equipment, food and beverage service on the beachfront East of the coral rock wall at Pier Park (Biscayne Street to First Street) ~~Ocean Front Park (Second to Third Street)~~ and East of the sand dune in Lummus Park (from Fifth Street to Fourteenth Street Lane), Ocean Terrace (73 Street to 75 Street) and North Shore Open Space Park (79 Street to 87 Street). Additionally, the City may enter into additional agreements in the future with beachfront concessionaires for other beachfront locations seaward of City-owned property and/or seaward of street-ends at public-rights-of-way. Any proposed special event to be held on the beach within the concessionaire's jurisdiction is subject to review by the concessionaire, ~~which may choose to operate the concessions.~~ Notification to the concessionaire by the applicant must be in writing at least 60 days prior to the event. A copy of the applicant's agreement with the concessionaire or a letter of release from the concessionaire must be submitted to the City Special Events Office at least thirty (30) days prior to the event.

Up-land Concession Areas - Licenses to operate beachfront concessions for up-land property owners (areas located behind private property) have been issued, or may be issued, to certain upland property owners from Government Cut to 87 Terrace ~~15th to 83rd - 88th Streets~~. A written release from beachfront concessionaires is required for events proposed behind private property that may interfere with these up-land

concession areas and must be submitted to the Special Events Office at least thirty (30) days prior to the event.

D. Use of Public Property - Permit holders will be charged a net square footage rate of \$.25 per square foot for public property occupied by the event for stages, booths, displays or areas restricted for exclusive use by the event. The Square Footage Fee will be calculated in the following manner:

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Enclosed Site: Aggregating the square footage of the total fenced area.

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Non-enclosed Site: Aggregating the square footage of the individual fixtures of the event (i.e. stages, booths, tents, display areas, bleachers, etc...)

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The Manager may, in his/her discretion, waive this fee for events by not-for-profit corporations, or a particular event when such waiver is found to be in the best interest of the City. In the case that the permit holder is operating under a concession agreement with the City of Miami Beach, the net square footage rate may not be applicable.

E. Event Signage - Sponsorship banners and signage are allowed within the designated event site only and may be displayed only during the event. Banners must be immediately removed from the site following the event.

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I. **Special Event Billboard Signs** - Up to five (5) banners or billboard signs with a maximum size of 4'x8' may be approved for placement in designated public locations in the City of Miami Beach. These signs are required to have Design Review approval from the Planning Department. To obtain a permit, an application is submitted to the Planning Department, no later than 60 days prior to the event. A Building permit is also required prior to installation.

II. **Street Banners** -- Event advertising banners hung across the street are not permitted.

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III. **Lightpost Banners** -- Lightpost banners are permitted in the City of Miami Beach when approved by the Planning Department and ~~the Mayor and City Commission~~ the City Manager, or his/her designee, for special events taking place in the City of Miami Beach, and by the City Commission for special events held outside of the City of Miami Beach. The application process begins at the Planning Department for Design Review approval no less than 90 days in advance of the special event. Approved lightpost banner design with the banner locations are then forwarded to the Special Events Office. A \$50.00 processing fee will apply. Lightpost banners on State roads (i.e. 5th Street, Collins Avenue, 41st Street, etc.) require an additional permit from the Florida Department of Transportation.

E. Grandfather Clause
Notwithstanding the requirements described herein, the City recognizes the intrinsic historical, social, and cultural significance and importance of certain longstanding special events held continuously, on an annual basis, within the City. In recognition of such traditional longstanding events, special events in continuous annual operation since 1985 (Miami Beach Festival of the Arts and Art Deco Weekend) are herein deemed "grandfathered in" solely for purposes of the following items and shall not be subject to

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these conditions:

- Square footage fee
- Lummus Park user fee
- Street closure sign-off requirement
- Concession Agreement and User Fee
- Security Deposit (security deposit will remain at \$2,500)

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G. Resort Tax

All events that include retail sales of food, beverages, alcoholic beverages, or wine sold are required to levy a two percent (2%) tax as per Miami Beach City Code Chapter 102, Article IV. A copy of the aforementioned section of the City Code and the Special Event Resort Tax Return forms are available through the Special Event Office of the City of Miami Beach. It is the responsibility of the event producer to collect, complete the form and remit payment to the City of Miami Beach.

H. Sponsorship Requirements

The following is a list of publicity and credit requirements for events or programs receiving financial or in-kind support from the City of Miami Beach:

- Prominently display City of Miami Beach logo in all promotional marketing materials related to the event/program including, but not limited to, advertisements, brochures, websites, e-mails, newsletters, banners, posters, event programs, and other print and/or electronic publications.
- Include the following credit line in all print news and press releases and broadcast media: "This event/program made possible with support from the City of Miami Beach" and include a quote from City of Miami Beach Mayor.
- One full page 4 color ad in program guide
- Website link to www.miamibeachfl.gov.
- Events/programs offering travel packages will also provide a link for to the following websites:
 - www.visitmiamibeach.us
 - www.miamiandbeaches.com
- On-stage signage in a prime location (if applicable).
- Provide a booth/display area at all events (if applicable).
- Live announcement(s) during the event by MC.
- All sponsored events/programs shall provide a maximum of four (4) complimentary tickets for which tickets are available to each of the following City Officials:
 - Mayor and City Commissioners
 - City Manager
 - City Attorney

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The following City Officials shall each receive a maximum of two (2) complimentary tickets for which tickets are available:

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- Assistant City Manager
- Special Events Administrator

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Any and all remaining tickets shall be donated to disadvantaged youths, disabled persons, senior citizens of Miami Beach, and other individuals who do not have the financial ability to purchase tickets for such events. Distribution of tickets shall be

consistent with the guidelines and procedures approved and adopted by the City Commission.

The City reserves the right to negotiate additional terms if in-kind and financial support is in excess of \$25,000.

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III. ENFORCEMENT AND PENALTIES

Persons engaged in a special event without a permit, or otherwise in violation of a permit, this section or the Special Events Requirements and Guidelines provided for herein, shall be subject to enforcement by City police or code compliance officers, through the issuance of immediate cease and desist orders, the violation of which may subject the offender to the following immediate fines: for the first offense a fine of \$500; for the second offense a fine of \$1,500; and for the third offense and subsequent offenses a fine of \$3,000 or arrest for violation of Section 12-5 of the City Code, and/or enforcement as provided for in section 1-14 of this Code, and/or notices of violation referred to Special Masters, who have authority to issue fines or enforce compliance, as provided for in Chapter 30 of the City Code. Police or code compliance officers will coordinate enforcement with the Department of Tourism and Cultural Development Office of Arts, Culture & Entertainment. As an alternate and supplemental remedy, the City may enforce these guidelines and requirements by injunctive relief in any court of competent jurisdiction, and in such circumstance the City shall be entitled to recover its reasonable attorneys' fees and costs. For repeat offenders, the Manager or designee may decline to issue permits to such person or entity for one year, or such other period as the Manager deems appropriate.

IV. CITY OF MIAMI BEACH AGENCIES

A. Building Department

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Building and Electrical Permits - Pursuant to the South Florida Building Code, the City of Miami Beach Building Department, for all special events involving temporary construction or the use of temporary electrical power, must issue a building permit. Examples of temporary construction include, but are not limited to: freestanding tents, stages, fences, bleachers, and electrical. The applicant must present a copy of the Building Permit to the City's Special Events Office at least two (2) weeks prior to the event.

Americans with Disabilities Act - All special events must be designed and operated in a manner to be in Compliance with Chapter 553, Florida Statutes (The Florida Accessibility Code). The following checklist is provided for guidance as to how compliance must be achieved:

1. Ensure curb cuts and cross walks are kept free and clear for usage, with a continuous accessible route of 44 inches in width.
2. The Event Producer must ensure that any nearby accessible on- or off-street parking ("handicapped parking") is not obstructed by vehicles loading/unloading equipment, etc. If such obstructions occur, the Event Producer must see that such obstructions are

removed immediately. Accessible parking spaces shall be connected to the site's continuous accessible route, with no obstructions between the accessible parking spaces and the curb ramps that serve those spaces.

3. Any and all accessible routes created and/or installed by the Event Producer, or under the Event Producer's supervision, must have no abrupt change in level in excess of ¼ inch. Where such changes in level are present, properly bevel the change in level at a 1:2 ratio or provide a ramp with a slope not to exceed a 1:12 ratio. This is necessary to allow passage of wheelchairs or strollers and prevent tripping or the catching of walkers and canes. Any ramps provided must be in compliance with all Florida Accessibility Code requirements, including, but not limited to, requirements regarding edge protection, handrails, and surface.
4. Provide a smooth transition between temporary pathways and any ramps, sidewalks, streets, or parking lots. This means no change in level exceeding ¼ inch. Any change exceeding ¼ inch requires beveling at a 1:2 ratio or the installation of a ramp with a slope not to exceed a 1:12 ratio. Any ramps provided must be in compliance with all Florida Accessibility Code requirements, including, but not limited to, requirements regarding edge protection, handrails, and surface.
5. All cashier counters (counters where money transactions occur) must be no higher than 36 inches maximum above finish floor, for a minimum length of 36 inches.
6. Maintain an accessible route for access to merchandise that is both within a vendor space, as well as merchandise not contained within a vendor space. If the overflow of merchandise for patron viewing is placed behind a booth, then provide adjacent access to the merchandise via a curb ramp, as well as the placement of a pathway with a stable and firm surface necessary for the use of wheelchairs and mobility aids.
7. Merchandise for display should be within a line of sight no higher than 48 inches for persons of short stature or wheelchair users. If merchandise is displayed higher than 48 inches, merchant must provide assistance to disabled customers in order to reach items.
8. All vendor spaces shall be located on an accessible route that is a minimum of 44 inches wide.
9. If tables and seating are provided for the consumption of food, all aisles adjacent to accessible fixed seating shall provide 30 inch by 48 inch clear floor space for wheelchairs. Where there are open positions along both sides of such aisles, the aisles shall be not less than 52 inches wide.
10. For wheelchair seating spaces provided at tables or counters, knee spaces at least 27 inches high, 30 inches wide, and 19 inches deep shall be provided. The tops of accessible tables and counters shall be from 28 inches to 34 inches above the finish floor or ground.
11. Where food or drink is served at counters exceeding 34 inches in height for consumption by customers seated on stools or standing at the counter, a portion of the main counter which is 60 inches in length minimum shall be provided in compliance with the

requirements of Items #9 and #10 above, or service shall be available at accessible tables within the same area.

12. Where portable toilets are provided, an accessible route shall be provided to the toilets. Five percent of the total number of toilets must be accessible. If clusters of portable toilets are distributed throughout the site, then each cluster must have accessible units.
13. If general assembly seating or standing space is provided for audience members attending a public performance at a special event, reserved wheelchair seating must be provided. Such seating must be provided in a location that allows wheelchair users an unobstructed line of sight to the stage. If seating capacity accommodates greater than 300 persons, then accessible seating shall be dispersed throughout the venue.
14. All flyers and written promotional materials for the event should be made accessible to people with disabilities, including those with hearing and visual impairments. It is recommended that the following statement be included on promotional materials: "Call [your number followed by word "voice"] or the Florida Relay Service (TTY) at 711 to request material in accessible format; sign language interpreter (5 days in advance), or information on access for persons with disabilities". Sign language interpretive services must be provided when properly requested five days in advance of the event.
15. For performers who are disabled, all stages, show mobiles and dressing areas must be accessible.
16. All ADA considerations must be identified and detailed on the site plan. The site plan will be submitted to the Building Department Accessibility Plan Reviewer for approval.

B. Code Compliance

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Field Inspector – The City may require the applicant to hire a Field Inspector and/or a Code Compliance Officer to serve as an overall on-site coordinator, whose responsibility will be to ensure that all services are provided, the event runs smoothly, and that all Federal, State and local rules, regulations and ordinances are complied with. Special event producers agree and understand that a **Field Inspector and/or a Code Compliance Officer**, which will report to and be under the direction of the City, may be required in order to ensure compliance as approved by the City of Miami Beach, and the conditions imposed with the issuance of a Special Event Permit. Enforcement of guidelines includes all activities leading up to, including, and following the conclusion of permitted endeavors. Event producer further agrees and understands that any and all costs associated with said Field Inspector shall be borne by the producer and reimbursed to the City prior to refund of security deposit pursuant to **Section A (VII)** herein. Producer's responsibility for the costs associated with said Field Inspector or Code Compliance Officer position(s) shall be limited to twenty-five dollars (\$25) per hour.

Field Inspector and/or Code Compliance Officer will be required for all events with expected attendance of 1,000 persons or greater. Field Inspector/Code Compliance Officer requirement for all other events will be determined on a case by case basis.

Signs (Flyers) & Hand Bills - The City of Miami Beach regulates the distribution of

flyers, handbills or stickers. Specifically, distribution of handbills upon premises of another when requested not to do so is prohibited as per Code Section 46-117 and placing or distributing any handbills on vehicles is prohibited as per Code Section 46-118. Violations will be issued by Code Compliance for violations on public property and for handbills placed on automobile windshields carrying a fine of \$50 for each sign (flyer) or handbill and a \$23 removal charge per sign.

Noise Ordinance - The City of Miami Beach prohibits unreasonable and disruptive noise that is clearly incompatible with the normal activities of certain locations at certain times. The Miami-Dade County Noise Ordinance is applicable and enforceable to both public and private property within the City. The Ordinance makes it unlawful for any person to make, continue or cause to be made any loud, excessive or unusual noise. If the excessive noise occurs between the hours of 11:00PM and 7:00AM in such manner to be plainly audible at a distance of 100 ft from the building, structure or vehicle in which it is located, this shall be prima facie evidence of a violation of the Ordinance.

If a noise violation occurs, the enforcing Code Compliance Officer will require that the noise be lowered to an acceptable level. Failure to do so, or a second confirmed violation within one 24 hour period, will result in the Police Department being notified. Failure to comply with a request from the Department of Code Compliance or the Police Department concerning violation of the Ordinance may result in the immediate revocation of a Special Events Permit and/or arrest.

C. Fire Department

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Off Duty Fire & Paramedic Services - Depending upon the type of event and estimated attendance, off-duty or private fire rescue personnel may be required at the expense of the applicant. As a general rule, a minimum of one paramedic for up to 1,000 people and two paramedics for up to 5,000 people, and a rescue unit for up to 10,000 people, which consists of 2 paramedics and a team leader, are required. Enclosed events and tents over 400 square feet may require off duty Fire Inspectors depending on the type of event and estimated attendance. The City of Miami Beach assumes no liability arising or resulting from the determinations of minimum staffing levels or the requirements for any events.

The final decision for the minimum number of Fire Rescue/Prevention personnel required will be determined by the Fire Chief or designee.

Enclosed Events Site Plan And Occupant Load - Site plans for enclosed events requiring fencing or tenting must be submitted for review and approval to the City of Miami Beach Fire Department. Building Department permits cannot be issued until the Fire Department approves the event site plan. Non-substantial on-site adjustments to site plans may be made in consultation with and approval of the City of Miami Beach Fire Marshal, or his designee. The Fire Department requires a 20 foot emergency vehicle access lane between easternmost portion of the sand dune and any fencing or tents for all beachside events.

Enclosed events are required to adhere to an occupancy number, as well as comply with the requirements determined by the City of Miami Beach Fire Department, once site plan is approved. A walk-through to verify that the actual setup meets with the approved plan

will be conducted prior to the event opening. Event promoters are responsible for adhering to the determined occupancy number and any violation of the occupancy number can result in penalties and /or fines.

Fireworks Permit - All events, public or private, featuring a fireworks display or pyrotechnics must obtain a fireworks permit from the City of Miami Beach Fire Department. A written request for the permit must be submitted to the Fire Department at least 30 days prior to the event and approved no later than 11 days prior to the event.

Following approval of the permit, the Fire Prevention Bureau will make a site inspection. A minimum of two (2) fire fighters will be required to be on-site from the time the fireworks are delivered at the site, until termination of the display and the removal of all fireworks and debris from the site. Payment for required fire personnel will be the sole responsibility of the applicant and must be made two (2) weeks prior to the event.

The firm or individual responsible for setting up and setting off the fireworks must obtain a Comprehensive General Liability or Fireworks Display Liability Insurance policy. See insurance section for language and rating requirements.

Open Pit And Bonfire Permit - Separate permits are required for open pit and bonfires. Applications for a permit may be obtained from the Fire Department, and must be approved and paid to the City of Miami Beach at least two (2) weeks prior to the event. These activities will require hiring off-duty fire personnel.

D. Miami Beach Convention Center

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Events, meetings and/or conventions taking place at the Miami Beach Convention Center (MBCC) on occasion desire extending their production onto Convention Center Drive, between Dade Boulevard and 17 Street, and into the City's Preferred Parking Lot. In such event, the City considers this use an extension of the MBCC premises. As such, all City requirements including, but not limited to insurance, indemnity agreement, site plan, security plan, and sanitation plan will be incorporated into the respective event's agreement with the MBCC and will be coordinated by the MBCC.

The MBCC will complete a special event questionnaire (please refer to attached Appendix C) and provide the Department of Tourism and Cultural Development a copy of all required documentation pertaining to the event for the department file. If street closures are requested, the Department of Tourism and Cultural Development will assist in coordinating this request, as well as all other items as may be required.

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E. Ocean Rescue

Depending upon the location and type of event, estimated attendance, and hours of operation, off-duty lifeguards may be required. The Captain of the City's Ocean Rescue will determine the minimum number of lifeguards.

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F. Parking Department

Overall Parking Plan - A comprehensive Parking Plan which identifies where parking is to be provided for event staff, equipment vehicles, and event participants, as well as the location and amount of accessible parking spaces must be developed, in writing, and

approved by the City of Miami Beach Parking Director or his designee. Public parking resources may be supplemented with privately owned parking areas to accomplish this plan. All fees incurred through use of Parking Department resources, which may including meter rentals, off-duty enforcement officers or rental of lots, must be pre-paid in full no later than two (2) weeks prior to the event.

- Valet ramping spaces are to be used exclusively for ramping and valet related operations. All other activities are explicitly prohibited.
- Parking meters shall not be used for advertising or marketing related activities, unless associated with a Special Event as defined herein.

G. Parks and Recreation Department

Facilities and Personnel - Many City of Miami Beach recreation facilities, amphitheaters, and parks are available for rent during non programmed hours for special events, and have specific fees, based upon hours of usage, including setup and breakdown times. Request for usage must be at least one month prior to the event. Rental payments for such facilities must be made two weeks prior to the event. Proof of payment must be submitted to the Special Events Office. Applicable user criteria will be available for park venues through the Parks & Recreation Department.

Depending upon the venue, nature and scope of the event, the hiring of City of Miami Beach Parks and Recreation personnel may be required. A City facility (e.g., a building) used for a special event must be staffed by a City employee. Depending on usage, additional facility staff, janitorial service and electrical staff charges may be applicable. Payment for the staffing is the sole responsibility of the applicant, and must be received no later than two (2) weeks in advance of the event.

Lummus Park and Lincoln Road User Fee - For events east of Ocean Drive, in Lummus Park and the beachfront, a Special Events Impact Fee will be imposed. This supplementary user fee will be calculated at the rate of twenty-five (25%) percent of the total cost of City services for the event. These funds will be used exclusively for landscape enhancement of Lummus Park. Due to the fragility of underground sprinkler systems in Lummus Park, Parks Department personnel will be required to escort any vehicles in and out of this area.

For events taking place on Lincoln Road, or Lincoln Lane, a Special Events Impact Fee will be imposed. This supplementary user fee will be calculated at the rate of twenty-five (25%) percent of the total cost of City services for the event. These funds will be used to enhance Lincoln Road. Due to the fragile and pedestrian nature of Lincoln Road, no motor vehicles are allowed between Washington and Lenox Avenues.

H. Police Department

Security Plan and Services - Depending upon the type of special event and estimated attendance, security personnel, such as off-duty police personnel and private security personnel, may be required.

The Security Plan shall be prepared by the event producer in consultation with the Office

of Special Events and the City of Miami Beach Police Department's Off-duty Office. The plan shall specify the number of off-duty officers or private security guards, if applicable, hired by or expected to be hired by the Permit holder. At the option of the Permit holder, the entire security personnel may be comprised of off-duty police personnel.

Cost of off-duty police personnel is dependent on the number and rank required. As a general rule, if four or more officers are required, one must be a supervisor (sergeant or above). Larger contingents of officers may require additional police supervisors.

Payment for off-duty police services, based on the estimate, is required to be paid in full no less than two (2) weeks in advance of the event. Payment adjustments for off-duty police services, based on a final invoice, is required to be paid in full no more than two (2) weeks after the event. The Chief of Police or his designee will make the final determination of minimum levels of Police security.

Any private security personnel contracted for by the Permit holder must be licensed by the State of Florida. If security personnel is to be hired, a list of names and license information must be provided to the Miami Beach Police Department no less than two (2) weeks in advance of the event.

The City of Miami Beach Police Department may require additional security or off-duty police personnel for crowd control, traffic control and general security during the event. The minimum number of police personnel is dictated by the Off-duty Police Coordinator and is dependent upon the type of event, date of event, time of event, location of event, the site plan for the event, the type of entertainment during the event, whether alcohol is consumed at the event, and the estimated attendance at the event.

Overnight & Backstage Security -- Applicants may contract, at their own expense, for off-duty police services or with private security guards for overnight and backstage security concerns. On-stage security will be handled by private security at the applicant's expense.

Marine Patrol - All water-based special events, or those activities likely to attract crowds to or near the water, must provide prior written notice to the Miami Beach Police Marine Patrol and Beach Patrol. Certain events may require prior written authorization from the United States Coast Guard and may also require off-duty services and equipment from either the City of Miami Beach Marine Patrol, Florida Marine Patrol, or United States Coast Guard, at the expense of the applicant. In such cases, written authorization is required no later than thirty (30) days prior to the event.

Police Escorts for Entertainment - If so requested, the City of Miami Beach may supply police motorcycles or car escorts for entertainers. This service must be arranged in advance of the event and must be listed in the proposal for the event. The cost for this service is determined by the Miami Beach Police Department and will be at the applicant's expense.

Street Closures - Certain streets within the City of Miami Beach may be temporarily closed to limit or exclude vehicular and/or pedestrian traffic prior to, during, and after any special event. Depending upon the location, additional approval may be required from Miami-Dade County or the State of Florida. The City, in its discretion, may also require

applicants to provide "sign-offs" showing approval from a majority of landlords and/or residents or their group representatives whose direct vehicular access to buildings will be affected by the proposed closure. Regardless of the jurisdiction, the Chief of Police and the Public Works Director must first approve street closures and final authority is retained by the City Manager. Requests for street closures must be made at least forty-five (45) days in advance of the event.

In closing a State street (i.e., 5 Street, Collins Avenue, 41 Street, Alton Road, 71 Street, and Harding Avenue) prior approval is required by the City of Miami Beach Chief of Police, Public Works Director and City Manager. The application must be processed at least 30 days prior to the event. The applicant must then forward the completed application to the Florida Department of Transportation (FDOT) to receive its permit. DOT must receive application at least 30 days prior to the event to be considered for approval.

In order to close a County street (i.e., Venetian Causeway/17th Street) the application will be forwarded to the Dade County Public Works Department by the Miami Beach Police Department at least 30 days in advance.

Barricades & Electronic Signs - Barricades and electronic directional signs may be required, depending upon the location and/or site plan of the event, to cordon off the surrounding areas or to close streets to vehicular traffic. The City of Miami Beach Police Department, along with the Parking Department, will determine the number and location of barricades.

The rental cost of barricades and electronic directional signs will be incurred directly by the event producer. Payment is the sole responsibility of the applicant, as is actual set-up and removal of barricades on the event date(s).

Parade Requirements –The City Code defines "Parade" as any march or procession consisting of persons, animals, vehicles or any combination thereof, traveling upon any public way, within the territorial jurisdiction of the City. All parades must abide by Section 106-346 of the City Code. Pursuant to this Code Section, a separate permit to hold a parade must be obtained from the Chief of Police. The permit application must be filed not less than 15 days nor more than 90 days prior to the day on which it is proposed to be held, and simultaneously copied to the Special Events Office.

The Chief of Police may revoke a parade permit at any time he determines the parade is to be conducted or is being conducted in violation of the terms of issuance. Any applicant aggrieved by the Chief's decision may appeal it to the City Manager.

Demonstrations, Pickets and Free Speech Activities - The First Amendment of the United States Constitution affords demonstrators have the constitutional right to assemble and speak in a peaceful and orderly manner. Therefore, the City shall not require or issue permits for such activity. Demonstrations and pickets consist of are ~~these~~ activities which are generally performed in public in support of or against a person or cause or activity and which may have the potential for impeding movement along a public right-of- way or other disruption. Organizers of such events are asked to submit a questionnaire, site plan, and to notify the City of Miami Beach Police Department Patrol Division Commander of their intentions, and to provide details of the planned activity in

order to insure ~~safety~~ the health safety and welfare for all concerned. If requested by the Special Events Office, a copy of an approved Police plan should be provided. There may be instances where the nature of the demonstration and/or the number of ~~demonstrators or picketers~~ participants (including counter-demonstrators) will require restrictions in order to protect the health, safety and welfare of every citizen by means of providing crowd control, traffic control and general security to the public. Such restrictions will be communicated to the individual or group prior to the activity. The Special Event Permit Requirements do not apply to such activities. Demonstrations, Pickets and Rallies must abide by Section 106-346 of the City Code.

I. Property Management

Based on the electrical, engineering and/or plumbing impact of a special event on City property, the applicant may be required to hire City electricians, engineers or plumbers.

J. Public Works Department

Right-of-Way Permit-- A Right-of-Way permit must be obtained when there is anchoring to or excavation of any right-of-way or City property. The method of anchoring or location of any excavation may be denied or altered by the City based on potential hazards to existing utilities. The cost for said permit will be based upon City ordinances concerning work on the right-of-ways and may include a cash bond based on estimated potential damage to City property. Proof of financial ability to cover estimated damages must be submitted to the Special Events Office. For events occurring on City streets or sidewalks, an inspector from the Public Works Department will inspect the area in question prior to the event for any hazards, potholes or damaged fixtures. Any problems will be repaired or noted. A visual inspection will take place following the event to identify any damage to City property caused by the event.

Any identified damages in the City right-of-way, on termination of the permit, will have to be repaired by the event producer within a time specified by Public Works. If the producer fails to complete these repairs in a timely manner or wishes the City to complete such restoration work, then costs incurred by the City, including reasonable overhead expenses, will be deducted from the Security Deposit and the event producer will be charged for any, such costs not covered by the deposit as per Section A Step 1.

K. Sanitation Department

Special event producers are solely responsible for cleaning the area during and after the event. Should the applicant choose, the City of Miami Beach will provide personnel for this function. The cost of the cleanup will be calculated by the City, and will include dumping fees and equipment rental. Should an alternate cleaning service be contracted, the applicant shall be responsible for obtaining all necessary dumpsters. All arrangements and removal of garbage, trash, and other debris are the sole responsibility of the applicant. A City permit authorizing placement of dumpsters must be obtained through the Sanitation Department, and submitted to the Special Events Office no less than two (2) weeks prior to the event. Applicants are required to meet sanitation standards to assure an adequate number of litter containers are on-site, and must encourage guests to comply with the City of Miami Beach's anti-litter efforts. Glass containers and plastic straws are prohibited. Recycling efforts are encouraged.

Applicants shall ensure that the site is returned to its original condition within twenty-four hours. Failure to clean up after the event will result in a fine, as per Section III herein, issued to the event producer, as well as additional charges for City Services.

Applicant seeking use of public restroom facilities outside of standard operating hours may also be required to hire attendants to facilitate public restroom maintenance and supplies during the event. These services may be contracted through the Sanitation Division of the Public Works Department. Proof of payment must be submitted to the Special Events Office at least two (2) weeks prior to the event.

V. OTHER AGENCIES

A. The Miami Beach Visitors and Convention Authority and Cultural Arts Council

The City of Miami Beach does not directly fund special and cultural events. The Miami Beach Visitor and Convention Authority (VCA) and the Miami Beach Cultural Arts Council (CAC) utilize City funds for the purpose of special and cultural event funding. Approval of an application for funding by either the VCA and/or the CAC shall not constitute either expressed or implied approval for an event permit from the City of Miami Beach. Should the VCA or CAC fund an event, the appropriate logo shall be incorporated in all event print advertising or promotional materials as per the funding terms and conditions of the VCA and / or the CAC.

B. Miami-Dade County

Permit for Temporary Food Sales - The Miami-Dade County Department of Business and Professional Regulations, Division of Hotels & Restaurants sets forth rules and regulations for safe operation of temporary food service establishments. To obtain the necessary permits, sponsors or applicants must notify the Department of Business and Professional Regulations no later than three (3) business days before scheduled events. A License fee for 1-3 day event is \$40.00 per vendor.

Beach Cleaning - Applicants desiring use of the public beach must arrange for the cleaning of the beach, prior, as well as after, the event, as necessary. Beach cleaning may be arranged with the Miami-Dade County Parks Department or a private sanitation company approved by the Miami-Dade County Parks Department. Proof that clean-up arrangements have been made must be submitted in writing to the Special Events Office at least two (2) weeks prior to the event.

C. State of Florida

Department of Environmental Protection, Division of Beaches and Shores -- If an event is to be held on the beach, a State Field Permit is also necessary for all temporary non-portable structures on the beach, east of the Coastal Construction Control Line. This would include, but not be limited to, the following types of temporary structures: stages, fences, tents, lighting and sound systems. A detailed site plan and written narrative description of all installations must be submitted to the Special Events Office no later than 60 days prior to the event.

As conditions of the State Field Permit, the State also calls for the protection of marine turtles during the marine turtle nesting season beginning May 1, and ending October 31 in Miami-Dade County. Conditions include: structures to be constructed and left overnight, including temporary fencing, shall have 3 feet of vertical clearance and shall be located as far landward as possible; No lighting associated with the event is authorized after 9:00 pm without approval from the State of Florida; and permit holders must hire turtle monitors from sundown to sunrise. Other conditions, as prescribed by the State may apply.

Events requiring exemptions from any of the above marine turtle nesting conditions will need to provide the City with written approval from the State of Florida Wildlife Commission.

Florida Statutes, Chapter 161, calls for the protection of beach dune systems and impose fines for damage caused to the natural dune systems along the Beach. It is the responsibility of the applicant to provide adequate security measures to ensure protection of the dune area from damage that may be caused by an event.

Division of State Lands -- Depending on the type and nature of the event(s), the Division of State Lands has the right to negotiate a separate use agreement with the special event producer and will charge for the use of the land. This fee may include a contribution to the State Lands Trust Fund, as well as a use fee, and would require State of Florida Cabinet approval. If applicable, proof of the Division of State Lands approval shall be submitted to Office of Arts, Culture & Entertainment before a permit is issued.

Florida Marine Patrol - Any type of water activity held within the City of Miami Beach must give notice to the Florida Marine Patrol. Notice must be in the form of a letter with a copy to the City of Miami Beach provided no less than two (2) weeks in advance of the event.

Division of Alcoholic Beverages and Tobacco -- If the event is being produced by a not-for-profit organization and it desires to sell or serve alcohol, the organization must apply for a temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute 561.42. In order to obtain the license from the State, a letter of authorization must be obtained from the City of Miami Beach. Prior to the issuance of this letter the following must be submitted:

- * Certificates of all applicable insurance including, general liability and liquor liability.
- * A completed Indemnity Agreement.
- * A signed letter on letterhead from the non-profit organization agreeing to have the temporary liquor license in the organization's name.

Florida Department of Transportation

Lightpost Banners -- Banners proposed to be placed on state road lightposts require an additional permit from the Florida Department of Transportation

following Design Review approval from the City's Planning and Zoning Department and approval from the Miami Beach City Commission. Depending upon the scope and nature of the event(s), additional State permits may be required.

D. Federal Government

Federal Aviation Administration - Any type of unusual air activity above the City of Miami Beach planned in conjunction with a special event which has the potential to disrupt commercial air traffic must be approved by the Federal Aviation Administration. Approval will be requested through the City of Miami Beach Administration on the applicant's behalf.

Coast Guard - Any individual or organization planning to hold a regatta or marine parade which, by nature, circumstances or location, will introduce extra or unusual hazards to the safety of lives on the navigable waters under the jurisdiction of the U.S. Coast Guard shall submit an application to the Coast Guard District Commander having jurisdiction of the area where it is intended to hold such regatta or marine parade. Examples of conditions which are deemed to introduce extra or unusual hazards to the safety of life include, but are not limited to: an inherently hazardous competition, possible effect on the customary presence of commercial or pleasure craft in the area, any obstruction of navigable channel which may reasonably be expected to result, and the expected accumulation of spectator crafts.

Where such events are to be held regularly or repeatedly in a single area by an individual or organization, the Commander or the District Commander may, subject to conditions set from time to time by him/her, grant a permit for such series of events for a fixed period of time, not to exceed one (1) year.

The application shall be submitted to the Coast Guard no less than 30 days prior to the start of the proposed event.

The application shall include the following details:

- 1) Name and address of sponsoring organization.
- 2) Name, address, and telephone of person or persons in charge of the event.
- 3) Nature and purpose of the event.
- 4) Information as to general public interest.
- 5) Estimated number and types of watercraft participating in the event.
- 6) Estimated number and types of spectator watercraft.
- 7) Number of boats being furnished by sponsoring organizations to patrol event.
- 8) A time schedule and description of events.
- 9) A section of a chart or scale drawing showing the boundaries of the event, various water courses or areas to be utilized by participants, officials, and spectator craft.

APPENDIX A

APPLICATION

DATE OF APPLICATION: _____

TITLE OF EVENT: _____

BRIEF DESCRIPTION: _____

EVENT DATE(S): _____

RAIN DATE (S): _____

EVENT LOCATION AND COMPLETE ADDRESS(S): _____

(Attach Site Plan)

Specify: ☐ Beach ☐ Park ☐ Street Closure ☐ Sidewalk ☐ Other

EVENT HOURS: _____

ESTIMATED ATTENDANCE: _____ /PER DAY

SET UP DATE/HOURS: _____

BREAKDOWN DATE/HOURS: _____

EVENT SPONSORS: _____

NAME OF PRODUCING ORGANIZATION/ENTITY: _____

☐ For profit organization ☐ Not-for-profit organization (provide proof of not-for-profit status-501(c)3 Certificate)

EVENT CONTACT PERSON: _____

TITLE: _____ COMPANY: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

PAGER: _____ CELL: _____

WEB-SITE ADDRESS: _____

E-MAIL: _____

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QUESTIONNAIRE

GENERAL INFORMATION

1. Please describe the purpose/description of proposed event and the program involved (attachments accepted): _____

2. Is this a first time event: _____ If not, date of previous event: _____
3. Describe organization's capability to accomplish this event and past experience (include references):

4. Specify type of event (Check more than one box if applicable):

<input type="checkbox"/> Community	<input type="checkbox"/> Concert/performance	<input type="checkbox"/> Fair/carnival
<input type="checkbox"/> Festival	<input type="checkbox"/> Filming	<input type="checkbox"/> Fund raiser
<input type="checkbox"/> Parade	<input type="checkbox"/> Political	<input type="checkbox"/> Private party
<input type="checkbox"/> Religious	<input type="checkbox"/> Sports/recreational	<input type="checkbox"/> Other _____
5. Applicant's Status:

<input type="checkbox"/> Charitable	<input type="checkbox"/> Individual
<input type="checkbox"/> For profit organization	<input type="checkbox"/> Not-for-profit organization -tax exempt no. _____
<input type="checkbox"/> Other	
6. Is this event open to the public? _____
Please state admission/entry fee(s): _____
7. Expected attendance: _____
Specify basis for projection: _____
8. Will the event be filmed? ☐ Yes ☐ No. *(If yes please contact the City's Film Office at 305-673-7070 to apply for a permit.)*
 - a. Is your production taking place in ☐ Public Property or ☐ Residential Property
9. Will the event require the renting of a City facility? _____
If yes, which facility: _____
10. Please list any other venues or event locations in which you will be holding pre-event or post event parties: _____

PUBLIC SAFETY/SECURITY *(You may be required to hire off-duty Police and Fire Rescue.)*

1. Describe your internal security plan: _____

2. List Security Company (contact name & phone): _____

3. Will the event require closing a street (s)? _____
If yes, which street (s): _____
During what days/hours? _____
4. If the event is occurring on the beach, will any equipment or supplies be needed on the sand area?

Special Events Permit Requirements and Guidelines

If yes, how will the equipment/supplies be transported on/off the beach? _____

Will the event require a "Beach Access Pass" _____

If yes, how many? _____

5. Will the event require music or amplified sound? _____

If yes, what type of music? Recorded or Live? _____

6. List all performers and times of performances: _____

7. Will alcoholic beverages be sold/sampled? _____
What type (beer, wine, liquor, etc.)? _____
Describe your sales/distribution plan: _____
(Alcohol sales will require a Temporary Liquor License from the State of Florida. Please call 305-470-6787.)

8. Will the event include pyrotechnics, open fire or gas for cooking? _____
List company (name, contact person & cell phone): _____

****Failure to submit and receive approval of your security plan by the City of Miami Beach Police Department Off Duty Office (305-673-7823) will result in denial of permit.**

PARKING PLAN

1. Describe your Parking Plan: _____

2. Will you require meter rentals and why? _____

SITE PLAN - BUILDING PERMITS *(The site plan may need to be approved by the Fire Marshal.)*

1. Describe specific electrical needs: _____

Will a generator be used for your event: _____
List electric Contractor (contact name & number): _____

2. Describe your tenting needs-list dimensions and # of tents: _____

List tenting company (contact name & number): _____

3. Describe your fencing needs-list the amount of linear feet: _____
List fencing company (contact name & number): _____

4. Describe your staging needs-list dimensions and # of stages: _____

List staging company (contact name & number): _____

5. Describe other structural needs (trussing, bleachers, etc.): _____
List company (contact name & number): _____

FOOD/BEVERAGE/MERCHANDISE CONCESSIONS *(You may need to acquire a release from the beachfront concessionaire.)*

1. Will the event require food/beverage service? (Please note no bottle containers or cans; beverages must be dispensed in soft containers.) _____ If yes, describe in detail type of service: _____

2. Describe type and number of vendors that will be involved (i.e. street vendors, merchandise, rentals)? _____

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3. Will local businesses be invited to participate as vendors? _____
4. Will the event include open fire or gas for cooking? _____

SANITATION PLAN

1. List methods on which you intend to remove garbage? _____

2. Will you place additional dumpsters? _____ How many and where? _____

3. Describe sanitation plan, including the staffing plan with time, date and number of personnel: _____

4. List private sanitation company (name, contact person & cell phone): _____

5. Number of additional trash receptacles, if any? _____
6. List number of portalets placed in event: _____ Number placed for disabled: _____
Will you require water and electricity for portalets? _____
List portalet company (name, contact person & cell phone): _____

PUBLICITY PLAN

1. List methods by which you intend to promote this event: _____

2. Types of advertising (check all that apply): ☐ Local Radio ☐ National Radio ☐ Local TV ☐ National TV
☐ Cable TV ☐ Local Newspaper ☐ National Newspaper ☐ Direct Mail/Flyers ☐ Internet ☐ E-mail ☐ Billboards
3. What is your general target age of your advertisement? _____
4. List any event signage, including light pole banners and/or directional signage: _____

ECONOMIC IMPACT

1. Number of confirmed plus anticipated hotel room nights: _____
2. Expected tourist attendance: _____ Expected local attendance: _____
3. Collaboration with Miami Beach Economic Industries (nightlife, hotels, restaurants, City): _____

4. Estimated total budget: _____
5. Event Beneficiary(ies): _____

✓ Please fill out the application completely. All Applications are considered new and "same as last year" is not an appropriate answer. Please note that applications will be returned, unprocessed, if not filled out completely.

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A complete application includes the required site map. Site maps may be drawn in any size format as long as the reviewing staff can clearly understand the placement of all elements and fixtures within the area. Site maps should be as descriptive as possible, with boundaries and landmarks drawn to scale, and event amenities located as accurately as possible.

When returning the application, please include payment for application fee, permit fee, and security deposit. All payments must be in the form of a cashier's check, money order or corporate check payable to the **City of Miami Beach**. **NO PERSONAL CHECK WILL BE ACCEPTED.**

Special Events Permit Requirements and Guidelines

Applicant has read the City of Miami Beach's Special Event Guidelines and agrees to faithfully observe and comply with the conditions, regulations, and provisions prescribed herein and by ordinances of the City of Miami Beach, the Laws of the State of Florida and the United States of America. Applicants shall ensure that all guests, vendors, concessionaires and exhibitors comply with the conditions, regulations and provisions prescribed herein and by the ordinances of the City of Miami Beach, the Laws of the State of Florida and the United States of America.

Signature

Date

INSURANCE REQUIREMENTS

The following is required by City of Miami Beach Risk Management Department:

- * Commercial General liability limits **\$1,000,000**.
- * Proof of Worker's Compensation (for companies employing more than 3 people).
- * Liquor Liability limits **\$1,000,000** (if alcohol is served).
- * All policies must be issued by companies authorized to do business in Florida with a Best Key rating of **B+VI** or better.
- * Certificate of Insurance must be current.
- * Certificate must show the City of Miami Beach's address:
City of Miami Beach
1700 Convention Center Drive
Miami Beach, FL 33139
- * The City of Miami Beach must be a **CERTIFICATE HOLDER**.
- * The City of Miami Beach must be named as an **ADDITIONAL INSURED**.
- * Description of operations/locations/vehicles/special items to be listed accordingly for each event.
- * Other _____

Original copy of certificate is required for final approval of special event.

If you have any questions, please feel free to contact the City of Miami Beach Risk Management Department at 305-673-7014.

City Of Miami Beach
Special Event Signature Survey

Special events occurring in the City of Miami Beach require the notice and sign-off from residents and/or business, beachfront concessionaires and/or up land owners affected by the event. The survey is used by the Special Event Office in evaluating business/neighborhood support for the proposed special event. Depending on the nature and scope of the event, please note that additional notification may be required as determined by the Special Events Office.

ATTACHED YOU WILL FIND A DETAILED NARRATIVE DESCRIBING THE NATURE AND SCOPE OF THIS EVENT.

Dear business, property owner and/or resident:

The following event, _____, produced by _____
(event name) (company name)

is being proposed to take place on such date(s): _____

from: _____ a.m./ p.m. to: _____ a.m./
p..m.

Description of Event:

Specific Request (street closure, meter bagging, event behind/affecting property, etc.): _____

We are applying for all necessary permits and maintain all legally required liability insurance. Additionally, all personnel required to ensure public safety will be on location. We will abide by all City special event-permitting rules and any specific guidelines applicable to your neighborhood. We will make every effort not to disturb you and will treat your neighborhood with the respect it deserves. Thank you, in advance, for your hospitality and cooperation.

Event Company's contact name and number: _____

☐ I DO NOT OBJECT to the event's request _____

☐ I OBJECT to the event's request. Reasons (optional): _____

Signature

Print Name/Business Name

Address

Phone (optional - for verification purposes)

I, as manager of the above building, **have notified** all of the tenants and know of no substantial objection to the proposed special event.

Date

Manager

Address

Special Events Permit Requirements and Guidelines

**Special Events Permit Dead Lines
(Producers)**

***** Please note that it is the sole responsibility of the event producer to turn in all required elements.
If you do not comply with these deadlines the City has the right to deny your event permit.**

SIXTY (60) DAYS - NON-BEACH and BEACHFRONT EVENTS

- o Application and Questionnaire Form
- o \$250 Application Fee (non-refundable)

THIRTY (30) DAYS

- o \$250 Permit Fee
- o \$2,500 Security Deposit by separate check (refundable)
- o Final Site Plan/Narrative
- o Square Footage Fees
- o City Services Fees
- o Indemnity Agreement (the original signed and notarized - 2 pages)
- o Certificate of Insurance must name the City of Miami Beach as the additional insured and a certificate holder, certificate must also show proof of workers compensation and Liquor Liability if applicable.

SITE PLAN/NARRATIVE

- o For beachfront events a preliminary detailed diagram to scale and narrative must be submitted **Sixty (60) days** prior to the event.
- o A final detailed diagram to scale and narrative must be submitted **Thirty (30) days** prior to the event.

NEIGHBORHOOD REVIEW OR PLANNING BOARD REVIEW

- o **Thirty (30) days** prior to the event

STREET CLOSURES

- o Street closures in Collins Avenue: require submittal of an application to the Florida Department of Transportation (FDOT) **Thirty (30) days** prior to the event.

BUILDING DEPARTMENT PERMITS

- o Must be submitted to the Special Events office no later than **Two Weeks (2)** prior to the event.
- o Hotels occupancy loads are reviewed and approve by the building department no later than **Thirty (30) days** prior to the event. Applicant must submit two (2) copies of property site plan to scale with layout of fixtures (furniture, tents, stages, generators).

SANITATION DEPARTMENT PERMITS

- o Dumpster permits must be submitted to the Special Events office to later than **Two Weeks (2)** prior to the event.

PLANNING DEPARTMENT - DESIGN REVIEW

- o Light Pole Banners require Design Review approval no less than **Sixty (60) days** prior to installation.
- o Application for Special Events Billboard and Signs must be submitted to the Planning Department **Sixty (60) days**. A Building Department permit is also required prior to installation.

CONCESSION AGREEMENT

- o Applicant must notify the beachfront concessionaire no later than **Sixty (60) days** prior to the event.
- o Copy of beachfront concessionaire release letter must be submitted to the Special Events office no later than **Thirty (30) days** prior to the event.
- o Concessions Agreement -Beach Events: 15% of food, beverage, ticket sales and merchandise + 7% Sales Tax Non-Beach Events: 10% of food, beverage, ticket sales and merchandise + 7% Sales Tax must be signed no later than **Two Weeks (2)** prior to the event.
- o Concession audit must be submitted to the Special Events office no later than **Thirty (30) days** after the event.

SPECIAL EVENTS COMPLETED REQUIREMENTS

Special Events Permit Requirements and Guidelines

- Special Events Requirements must be completed no later than **Two (2) Weeks** prior to the event.

Special Events Permit Requirements and Guidelines

CITY OF MIAMI BEACH INDEMNITY AGREEMENT

This Indemnity Agreement made this _____ day of _____, 20____, by and between the City of Miami Beach ("City") and _____

_____, (Name of Entity), whose address _____
_____, ("Indemnitor").

WITNESSETH:

1. City hereby permits Indemnitor to use the following described property

_____ in the City of Miami Beach ("Premises") on the following day(s) _____

20_____,
commencing at _____ a.m./p.m., and at _____
_____ a.m./p.m.

2. Use: Indemnitor shall use the premises solely for the purpose of: _____

3. Exculpation and Indemnification Clause: Indemnitor agrees that it will indemnify, hold and save the City of Miami Beach ("City") their officers, agents, contractors and employees whole and harmless and at City's option defend same, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments of any nature recovered from or asserted against City on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Indemnitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises used hereunder with the express or implied invitation or permission of Indemnitor, or when any such injury or damage is the result, proximate or remote, of the violation by Indemnitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the use by Indemnitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises used hereunder. Indemnitor covenants and agrees that in case the City shall be made party to any litigation against Indemnitor, or in any litigation commenced by a party against any party other than Indemnitor relating to this Agreement or to the Premises used hereunder, then Indemnitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon City by virtue of any such litigation. These terms of indemnification shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of City.

4. Ordinances and Regulations: Indemnitor shall comply with all applicable laws, statutes and ordinances and all rules and requirements of the City of Miami Beach. Indemnitor shall not admit to the premises a larger number of persons than the total number designated by the appropriate City Department the number that can safely and freely move about.

5. Responsibility for Damage: If the used Premises or any portion thereof, or any structure attached thereto, or any equipment, fixture, or other item contained shall be destroyed, damaged, marred, altered, or physically changed during the term in any manner whatsoever, then Indemnitor shall be responsible.

Indemnitor is to properly care for all equipment entrusted to Indemnitor during the term of this Agreement and all such equipment so entrusted which is lost, stolen, or disappeared shall be the sole responsibility of Indemnitor and Indemnitor shall pay the full replacement cost thereof to City.

6. Insurance: As a condition precedent to being permitted to use the Premises, Indemnitor shall, at its own expense, comply with all of the following insurance requirements of the City. It is agreed by the parties that the Indemnitor shall provide proof of the following insurance coverage to the City on or before _____, 20_____:

(a) Commercial general liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollar per occurrence for bodily injury, death, property damage, and personal injury.

Special Events Permit Requirements and Guidelines

The policy must include coverage for contractual liability. If the user's activities involve the sale of alcohol, then liquor liability in the same amount is also required. These policies must name the City of Miami Beach as additional insured.

- (b) It is understood and agreed that all coverage provided by the Indemnitor are primary to any insurance or self-insurance program the City has for these Premises and the Indemnitor and their insurance shall have no right of recovery or subrogation against the City.
 - (c) All policies must be issued by companies authorized to do business in the State of Florida and assigned a rating of B+VI or better, per Best's Key Rating Guide, latest edition.
 - (d) Alternate coverage to satisfy these requirements is subject to prior approval of the City's Risk Manager. Additional insurance coverage, as determined by the City's Risk Manager, may be required for this Agreement.
7. Other Terms and Conditions: The Indemnitor shall provide, at Indemnitor's sole cost and expense, off-duty City of Miami Beach Police Officers and off-duty City of Miami Beach Miami Beach Firefighters and/or City of Miami Beach Rescue Service, as required by the City of Miami Beach Police and Fire Departments.

IN WITNESS WHEREOF, the Indemnitor has executed this Agreement this _____ day of _____, 20_____.

INDEMNITOR: _____
(print name of Entity/Individual)

BY: _____
(signature of Corporate Officer)

ATTEST: _____
(print name and title of person signing)

(signature of Corporate Secretary or Witness)

Please check one of the following:
Corporate Acknowledgement
Partnership Acknowledgement
Individual/Sole Proprietor Acknowledgement

State of _____ On this the _____ day of _____, 20_____,
before me, the undersigned Notary Public of the State of _____,
County of _____, the foregoing instrument was acknowledged by
_____, of
(print name and title of corporate officer)

(print name of corporation and state or place of incorporation)
on behalf of the corporation. **WITNESS my hand and official seal.**

NOTARY SEAL
(affix here)

(signature of Notary Public)

NOTARY PUBLIC, STATE OF _____

(name of Notary Public: print, stamp, or type as commissioned.)

____ Personally known to me, or ____ Produced identification:

(type of identification produced)

____ DID take an oath, or ____ DID NOT take an oath.

Form Approved

Special Events Permit Requirements and Guidelines

Legal Department

CORPORATE SEAL
(affix here)

By: _____

APPENDIX B

Tourism and Cultural Development SPECIAL EVENTS DIVISION

Beachfront Ceremonies Questionnaire

TITLE OF EVENT: _____

EVENT DATE (S): _____

EVENT LOCATION(S): _____ (Attach Site Plan)

EVENT DESCRIPTION: _____

ESTIMATED ATTENDANCE: _____ / PER DAY

EVENT HOURS: _____

SET UP: _____ BREAKDOWN: _____

EVENT SPONSORS: _____

PRODUCING ORGANIZATION/ENTITY: _____

CONTACT PERSON: _____

APPLICANT'S SIGNATURE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ PAGER/CELL: _____

WEB-SITE ADDRESS: _____ E-MAIL: _____

✓ Please fill out the application completely. All Applications are considered new and "same as last year" is not an appropriate answer. Please note that applications will be returned, unprocessed, if not filled out completely.

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A complete application includes the required site map. Site maps may be drawn in any size format as long as the reviewing staff can clearly understand the placement of all elements and fixtures within the area. Site maps should be as descriptive as possible, with boundaries and landmarks drawn to scale, and event amenities located as accurately as possible.

When returning the application, please include payment for application fee, permit fee, and security deposit. All payments must be in the form of a cashier's check, money order or corporate check payable to the **City of Miami Beach**. **NO PERSONAL CHECK WILL BE ACCEPTED.**

Applicant has read the City of Miami Beach's Special Event Guidelines and agrees to faithfully observe and comply with the conditions, regulations, and provisions prescribed herein and by ordinances of the City of Miami Beach, the Laws of the State of Florida and the United States of America. Applicants shall ensure that all guests, vendors, concessionaires and exhibitors comply with the conditions, regulations and provisions prescribed herein and by the ordinances of the City of Miami Beach, the Laws of the State of Florida and the United States of America.

Signature

Date

APPENDIX C

Department of Tourism and Cultural Development
SPECIAL EVENTS OFFICE

SPECIAL EVENT

Questionnaire for Miami Beach Convention Center Events

TITLE OF EVENT: _____

EVENT DATE (S): _____

EVENT LOCATION(S) please include address: _____ (Attach Site Plan)

EVENT DESCRIPTION: _____

ESTIMATED ATTENDANCE: _____ / PER DAY

EVENT HOURS: _____

SET UP: _____ BREAKDOWN: _____

EVENT SPONSORS: _____

PRODUCING ORGANIZATION/ENTITY: _____

CONTACT PERSON: _____

APPLICANT'S SIGNATURE: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ FAX: _____ PAGER/CELL: _____

WEB-SITE ADDRESS: _____ E-MAIL: _____

OTHER GENERAL INFORMATION

PUBLIC SAFETY/SECURITY (You may be required to hire off-duty Police and Fire Rescue.)

1. Will the event require closing a street (s)? _____
If yes, which street (s): _____
During what days/hours? _____
2. Will the event require music or amplified sound? _____
If yes, what type of music? Recorded or Live? _____

3. List all names of performers and times of performances: _____

4. Will alcoholic beverages be served/sold/sampled? _____
What type (beer, wine, liquor, etc.)? _____
Describe your sales/distribution plan: _____

(Alcohol sales or service if admission is charged will require a Temporary Liquor License from the State of Florida. Please call 305-470-6787.)
5. Describe your internal security plan: _____

List security company (name, contact person & cell phone): _____

6. Will the event include pyrotechnics, open fire or gas for cooking? _____
List company (name, contact person & cell phone): _____

SANITATION PLAN

7. List methods on which you intend to remove garbage? _____

8. Will you place additional dumpsters? _____ How many and where? _____

9. Describe sanitation plan, including the staffing plan with time, date and number of personnel: _____

10. List private sanitation company (name, contact person & cell phone): _____

11. Number of additional trash receptacles, if any? _____
12. List number of portalets placed in event: _____ Number placed for disabled: _____
Will you require water and electricity for portalets? _____
List portalet company (name, contact person & cell phone): _____

Please fill out the application completely. All Applications are considered new and "same as last year" is not an appropriate answer. Please note that applications will be returned, unprocessed, if not filled out completely.

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A complete application includes the required site map. Site maps may be drawn in any size format as long as the reviewing staff can clearly understand the placement of all elements and fixtures within the area. Site maps should be as descriptive as possible, with boundaries and landmarks drawn to scale, and event amenities located as accurately as possible.

Special Events Permit Requirements and Guidelines

When returning the application, please include payment for application fee, permit fee, and security deposit. All payments must be in the form of a cashier's check, money order or corporate check payable to the **City of Miami Beach**. **NO PERSONAL CHECK WILL BE ACCEPTED.**

Applicant has read the City of Miami Beach's Special Event Guidelines and agrees to faithfully observe and comply with the conditions, regulations, and provisions prescribed herein and by ordinances of the City of Miami Beach, the Laws of the State of Florida and the United States of America. Applicants shall ensure that all guests, vendors, concessionaires and exhibitors comply with the conditions, regulations and provisions prescribed herein and by the ordinances of the City of Miami Beach, the Laws of the State of Florida and the United States of America.

Signature

Date

CITY OF MIAMI BEACH SPECIAL EVENT SIGNATURE SURVEY

Special events occurring in the City of Miami Beach require the notice and sign-off from residents and/or business, beachfront concessionaires and/or up land owners affected by the event. The survey is used by the Special Event Office in evaluating business/neighborhood support for the proposed special event. Depending on the nature and scope of the event, please note that additional notification may be required as determined by the Special Events Office.

ATTACHED YOU WILL FIND A DETAILED NARRATIVE DESCRIBING THE NATURE AND SCOPE OF THIS EVENT.

Dear business, property owner and/or resident:

The following event, _____, produced by _____,
(event name) (company name)

is being proposed to take place on such date(s): _____

from: _____ a.m./ p.m. to: _____ a.m./ p.m.

Description of Event:

Specific Request (street closure, meter bagging, event behind/affecting property, etc.): _

We are applying for all necessary permits and maintain all legally required liability insurance. Additionally, all personnel required to ensure public safety will be on location. We will abide by all City special event-permitting rules and any specific guidelines applicable to your neighborhood. We will make every effort not to disturb you and will treat your neighborhood with the respect it deserves. Thank you, in advance, for your hospitality and cooperation.

Event Company's contact name and number: _____

☐ I DO NOT OBJECT to the event's request _____

☐ I OBJECT to the event's request. Reasons (optional): _____

Signature _____

Print Name/Business Name _____

Address _____

Phone _____ (optional - for verification purposes)

I, as manager of the above building, have notified all of the tenants and know of no substantial objection to the proposed special event.

Date _____

Manager _____

Address _____

Special Events Permit Requirements and Guidelines

Special Events Division – 55517th Street – Ph: 305-673-7577 Fax: 305-673-7063

Special Events Permit Requirements and Guidelines

APPENDIX D

SPECIAL EVENTS FEE SCHEDULE

Application Fee	\$250.00	Permit Fee	\$250.00
Security Deposit	\$2,500.00 minimum		

Event Class – For Profits (Public Property) average attendees per day	Application/Processing Fee (non-refundable)	Permit Fee (refundable)	Security Deposit (refundable)
Up to 99 attendees	\$250.00	\$250.00	\$2,500.00
100 to 999 attendees	\$250.00	\$250.00	\$2,500.00
1,000 to 4,999 attendees	\$250.00	\$250.00	\$2,500.00
5,000 to 9,999 attendees	\$250.00	\$375.00	\$2,500.00
10,000 or more attendees	\$250.00	\$500.00	\$2,500.00

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Event Class – Non Profits * (Public Property) average attendees per day	Application/Processing Fee (non-refundable)	Permit Fee (refundable)	Security Deposit (refundable) **
Up to 99 attendees	WAIVED	WAIVED	\$2,500.00
100 to 999 attendees	WAIVED	WAIVED	\$2,500.00
1,000 to 4,999 attendees	WAIVED	\$275.00	\$2,500.00
5,000 to 9,999 attendees	WAIVED	\$375.00	\$2,500.00
10,000 or more attendees	WAIVED	\$500.00	\$2,500.00

Event Class – For Profit & Non Profits (Private Property) average attendees per day	Application/Processing Fee (non-refundable)	Permit Fee (refundable)	Security Deposit (refundable)
Up to 99 attendees	\$250.00	\$250.00	WAIVED
100 to 999 attendees	\$250.00	\$250.00	WAIVED
1,000 to 4,999 attendees	\$250.00	\$275.00	\$2,500.00
5,000 to 9,999 attendees	\$250.00	\$375.00	\$2,500.00
10,000 or more attendees	\$250.00	\$500.00	\$2,500.00

* Nonprofit organization, as defined by the City Code, means a corporation that is expressly organized for nonprofit purposes, that is in good standing at the time of the application for permit pursuant to these guidelines and that is deemed a tax exempt organization under section 501 of the Internal Revenue Code.

** Pre-established and grandfathered annual events produced for a non-profit will be required to provide a refundable \$2,500.00 security deposit. Pre-established events are defined in Section II (B) entitled "Booking Policy" herein.

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*** Security deposits may be increased if the event or its producers are not in good standing with the City of Miami Beach, which includes being current on all prior debts, and has paid all contractual obligations in a timely fashion to the City and further has demonstrated a positive economic impact on the City of Miami Beach.

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OTHER FEES	FEE AMOUNT	COLLECTED BY
Event Date Change Fee	\$150.00	Special Events Office
Vehicle Beach Access Pass	\$150.00 per pass	Special Events Office
Lummus Park User Fee	25% of City Services	Special Events Office
Lincoln Road User Fee	25% of City Services	Special Events Office
Concessions Agreement		
Beach Events	15% of food, beverage, ticket sales and merchandise + 7% Sales Tax	Special Events Office
Non-Beach Events	10% of food, beverage, ticket sales and merchandise + 7% Sales Tax	Special Events Office
Square Footage Fee	\$.25 per square foot+ 7% Sales Tax (N/A with Concessions Agreement)	Special Events Office
Light Pole Banners		
Processing Fee	\$50.00	Special Events Office
Rentals	\$10.00 per meter/per day	Parking Meter Parking Department
Building Department Permit Fees		
Tent Permit	\$130.00	Building Department
Fence Permit	\$130.00	Building Department
Bleachers Permit	\$130.00	Building Department
Stage Permit	\$130.00	Building Department
Electrical Permit	\$250.00	Building Department
Plumbing Permit	\$40.00	Building Department
Police Administrative Fee	\$4.00 per hour/per officer	Off-duty Police Office
Police Hourly Rate (Average)	\$25.00 per hour/ 4 hour minimum	
Off-duty Fire Office Compensation/Rate of Pay Schedule (4 hour minimum per Inspector/Paramedic)		
Inspector/Paramedic	\$25.00 per hour	
Lead Inspector/Fire/Rescue Supervisor (required for 2 or more personnel or large-scale event)		
Lead Fire Inspector	\$27.00 per hour	
Fire Fighter Driver	\$27.00 per hour	
Rescue Unit Supervisor	\$30.00 per hour (3 man rescue crew)	
Fire Fighter-II as a supervisor	\$30.00 per hour	
Lieutenant	\$33.00 per hour	
Captain/Event Coordinator	\$36.00 per hour	
City Administration Fee	\$4.00 per hour per person.	
Miami Beach Park Rental Fees	Please call 305-673-7730 for Rental Policy	

Special Events Permit Requirements and Guidelines

CITY OF MIAMI BEACH
DEPARTMENT OF TOURISM AND CULTURAL DEVELOPMENT
SPECIAL EVENTS OFFICE
IMPORTANT TELEPHONE NUMBERS

CONTACT DIRECTORY

City of Miami Beach Building Department	1700 Convention Center Dr. Miami Beach, FL 33139 (305) 673-7610 ph (305) 673-7857 fax	Evie Sanchez
City of Miami Beach Code Compliance Division	1700 Convention Center Dr. Miami Beach, FL 33139 (305) 673-7555 ph (305) 673-7543 fax	Al Childress
City of Miami Beach Fire Department Fire Prevention Bureau	2300 Pine Tree Drive Miami Beach, FL 33140 (786) 276-2620 (786) 276-2644 fax	Tim Dougherty
City of Miami Beach Parking Department	1130 Washington Avenue Miami Beach, FL 33139 (305) 673-7505 ph (305) 673-7853 fax	Asha
City of Miami Beach Planning & Zoning Department	1700 Convention Center Dr. Miami Beach, FL 33139 (305) 673-7550 ph (305) 673-7559 fax	Mercy Lamazares
City of Miami Beach Police Department (Off-Duty)	1100 Washington Avenue Miami Beach, FL 33139 (305) 673-7776 ext 5206 (305) 673-7854 fax	Lisa Newland
City of Miami Beach Property Management	1245 Michigan Avenue Miami Beach, FL 33139 (305) 673-7630 ph (305) 673-7963 fax	Brad Judd
City of Miami Beach Public Works Department	1700 Convention Center Dr. Miami Beach, FL 33139 (305) 673-7620 ph (305) 673-7647 fax	Fred Beckmann
Dade County Department of Solid Waste Management	8675 N.W. 53 Street, Suite 201 Miami, Florida 33166 (305) 594-1646 ph (305) 594-1585 fax	Leo Di Benigno

Special Events Permit Requirements and Guidelines

Miami Dade County Parks Department Beach Operation	7929 Atlantic Way Miami Beach, FL 33141 (305) 868-7075 ph (305) 865-4649 fax	Joe Kelly
State of Florida Department of Business and Professional Regulation Division of Hotels & Restaurants	7955 N.W. 12th Street Room 123 Miami, FL 33166 (305) 470-5680 ph (305) 470-6746 fax	Ray Thorpe
Florida State Department of Transportation	1000 NW 111 Avenue Miami, FL 33172 (305) 470-5349 ph (305) 470-5369 fax	Jeannie Cann
Lincoln Road Marketing, Inc.	1700 Convention Center Drive Miami Beach, FL 33139 305-672-1270 305-538-4336 fax	Elyse Sitomer
North Beach Development Corp.	210 71 st Street Suite 310 Miami Beach, FL 33141 (305) 865-4147 ph (305) 865-4175 fax	Jennie Tiddy
Ocean Drive Improvement Association	760 Ocean Drive Miami Beach, FL 33139 (305) 531-9478 ph (305) 531-6749 fax	Al Feola & Marlo Courtney
Washington Avenue/Espanola Way Association	Espanola Way Association South Beach Public Relations 831 10 th Street, Ste 11 Miami Beach, FL 33139 TEL: 305-534-0514 CELL: 305-439-5995 Ljamieson@aol.com	Laura Jamieson
State of Florida Division of Alcohol, Beverage & Tobacco	8685 N.W. 53rd Terrace Room 100 Miami, FL 33166 (305) 470-6783 ph (305) 470-5074 fax http://www.state.fl.us/dbpr/abt/forms/index.shtml	Daisy Tejera
Collins Park Neighborhood Association	(305) 335-8686 ph (305) 538-3598 fax GaryKnight@aol.com	Gary Knight
South Pointe Residents Association	c/o Frank Del Vecchio 301 Ocean Drive, #604 Miami Beach, FL 33139 frankdelvecchio@att.net	Frank Del Vecchio

Special Events Permit Requirements and Guidelines